

**CCMC Committee Special Meeting**  
**Wednesday, October 2, 2019, 10:00 AM**  
**Glastonbury Town Hall, 2155 Main Street, Glastonbury, CT**  
**Minutes (Page 1 of 1)**

CCMC Committee members in attendance: Chairman Patricia Monahan, Pat Moisio, Jennifer Gauthier, Secretary John Rainaldi. Absent: William Donlin, CCMC Committee Treasurer; Lisa Biagiarelli. Denise Talbot arrived at 10:48 AM.

Also present: Martin Heft, Acting Undersecretary, State of Connecticut Office of Policy and Management. CTx President Lisa Theroux arrived at 10:37 AM; CTx First Vice President Teresa Babon arrived at 11:22 AM.

Meeting called to order at 10:06 AM.

At the beginning of the meeting, the CCMC Committee had a quorum of members, but not a quorum of voting members, thus no votes were taken at that time. When Denise Talbot arrived at 10:48 AM, there was also a quorum of voting members.

The CCMC Committee, along with Undersecretary Heft reviewed the proposed *REGULATIONS OF CONNECTICUT STATE AGENCIES, TITLE 12. Taxation (Sections 12-130a-1 – [12-130a-5] 12-130a-8.*

The proposed regulations had been previously distributed to the CCMC Committee by the Office of Policy and Management. The CCMC Committee met with Martin Heft on August 20, 2019. Edits were made based on the August 20, 2019 meeting, the most current version (after edits and revisions) was emailed by OPM to the CCMC Committee in late September 2019 for further review. A copy of this document is attached to these minutes.

During this meeting, the CCMC Committee along with Undersecretary Heft reviewed the most current version of the proposed regulations. As part of this process, several additional edits and revisions were discussed and suggested. OPM will revise the proposed regulations based on the edits and revisions discussed at this meeting, and the revised version of the proposed regulations will be sent to the CCMC Committee via email once it is completed.

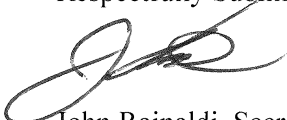
After the review of the proposed regulations was complete, the Committee moved onto New Business.

Pat Monahan made a motion to waive the reading and accept the minutes from the August 20, 2019 meeting of the CCMC Committee Special Meeting (which Martin Heft also attended). Denise Talbot seconded the motion. Motion passed unanimously.

John Rainaldi made a motion to adjourn, which was approved by acclamation.

Meeting adjourned at 11:26 AM.

Respectfully Submitted,



John Rainaldi, Secretary

**REGULATIONS OF CONNECTICUT STATE AGENCIES**  
**TITLE 12. Taxation**

Agency  
**Office of Policy and Management**  
Subject  
**Certification of [Assessors and] Tax Collectors**  
Inclusive Sections  
**12-130a-1 – [12-130a-5] 12-130a-8**

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**Certification of [Assessors and] Tax Collectors**

**Section 12-130a-1 [Tax collector certification] Definitions**

[Competence in tax collection administration in the State of Connecticut shall be evidenced by a Connecticut Certified Municipal Collector (C.C.M.C.) designation. Such designation shall be awarded by the Secretary of the Office of Policy and Management to candidates who are recommended by the Certified Connecticut Municipal Collector Committee (hereinafter referred to as the Committee), the members of which are appointed by said Secretary in accordance with the provisions of Section 12-130a of the Connecticut General Statutes. No candidate shall be recommended by the Committee for the C.C.M.C. designation, unless he has passed the comprehensive examination pursuant to Section 12-130a-4, and has fulfilled a three year municipal tax collection experience requirement, pursuant to Section 12-130a-5. (Effective May 28, 1991)]

As used in sections 12-130a-1 to 12-130a-8 inclusive, the following terms have the meaning ascribed to them in this section, unless the context clearly indicates otherwise:

- (1) “Application” means a written request made in the form and manner as prescribed by the Committee;
- (2) “Appellant” means a person aggrieved by a decision of the Committee;
- (3) “CCMC” means Certified Connecticut Municipal Collector;
- (4) “Committee” means the Certified Connecticut Municipal Collector Committee, the members of which are appointed in accordance with the provisions of Section 12-130a of the Connecticut General Statutes;
- (5) “Payment” means the remittance of a required fee to the Committee in coins or currencies of the United States, made in the form of a bank check, certified check, money order or any other form of payment acceptable to the Committee; and
- (6) “Secretary” means the Secretary of the Office of Policy and Management.

## **Section 12-130a-2 [Eligibility requirements] Collector Certification**

[A person may satisfy the eligibility requirements for taking the comprehensive examination by either of the following methods:

(a) Regular Method: successfully complete the prescribed training program consisting of three basic courses:

C.C.M.C. I- Introduction to Connecticut Tax Collection Administration and Law

C.C.M.C. II- Municipal Finance Administration and Management

C.C.M.C. III- Connecticut Government, Supervision and Public Relations

(1) In order to be eligible to take the comprehensive examination a passing grade in each of the three basic course examinations, must have been received.

(2) Anyone who fails a C.C.M.C. course examination shall be eligible to retake the examination one time, without repeating the course.

(b) Alternate Method: application may be made to the Secretary of the Office of Policy and Management for a waiver of any course other than C.C.M.C. I. No more than one waiver shall be granted to any candidate.

(1) The following minimum qualifications must be met, before a waiver may be granted:

A. the person requesting a waiver must show evidence of successful completion of an equivalent course(s), and

B. he must have a minimum of five (5) years' experience in the municipal tax collection field.

(Effective May 28, 1991)]

(a) Competence in tax collection administration in the State of Connecticut shall be evidenced by a Connecticut Certified Municipal Collector CCMC designation. Such designation shall be awarded by the Secretary of the Office of Policy and Management to candidates who are recommended by the Certified Connecticut Municipal Collector Committee (hereinafter referred to as the Committee), the members of which are appointed by said Secretary in accordance with the provisions of Section 12-130a of the Connecticut General Statutes. No candidate shall be recommended by the Committee for the CCMC designation, unless the candidate has passed the comprehensive examination pursuant to Section 12-130a-5, and has fulfilled a three year municipal tax collection experience requirement, pursuant to Section 12-130a-6.

(b) Each CCMC designation made pursuant to subsection (a) of this section shall be subject to recertification in accordance with Section 12-130a-8 on a staggered cycle starting January 1, 2021.

## **Sec. 12-130a-3 [C.C.M.C. course] Eligibility requirements**

[(a) Course schedules and registration fees shall be determined by the Committee. Fees are subject to annual review by the Committee and may be increased or decreased to reflect costs incurred, enrollment levels, subsidies, etc.

(b) No person shall be eligible to attend class sessions or take a course examination, unless the registration fee is paid on or before the second class session. The Committee may cancel courses due to insufficient enrollment.

(c) No person may register for more than two courses at one time.

(Effective December 1, 1989)]

A person may satisfy the eligibility requirements for taking the comprehensive examination by either of the following methods:

(a) **Regular Method:** successfully complete the prescribed training program consisting of four basic courses:

CCMC I- Introduction to Connecticut Tax Collection

CCMC II- Connecticut Tax Collection Administration and Law

CCMC III- Municipal Finance Administration and Management

CCMC IV - Connecticut Government, Supervision and Public Relations

(1) In order to be eligible to take the comprehensive examination a passing grade in each of the four basic course examinations, must have been received.

(2) Any candidate who fails a CCMC course examination shall be eligible to retake the examination one time, without repeating the course.

(b) **Alternate Method:** application may be made to the Secretary of the Office of Policy and Management for a waiver of any course other than CCMC I and II. No more than one waiver shall be granted to any candidate.

(1) The following minimum qualifications must be met, before a waiver may be granted:

A. the person requesting a waiver must show evidence of successful completion of an equivalent course(s), and

B. they must have a minimum of five (5) years' experience in the municipal tax collection field.

#### **Sec. 12-130a-4. [Comprehensive examination application procedure] CCMC courses**

[(a) The comprehensive examination shall be conducted annually, at a time and location to be determined by the Committee.

(b) Written application for the comprehensive examination shall be accepted by the Committee for any person meeting the eligibility standards under the Regular or Alternate Methods as described in Section 12-130a-2.

(c) The deadline for submitting an application shall be three weeks before the scheduled examination date. Applications may be obtained from the Secretary of the Office of Policy and Management.

(d) Anyone having qualified under the Regular Method as described in Section 12-130a-2, who fails the comprehensive examination will be eligible to retake the comprehensive examination one (1) time.

(1) Anyone having qualified to retake the comprehensive examination in accordance with subsection (d) of this section, who subsequently fails such examination must:

A. requalify in accordance with Section 12-130a-2 (a), or

B. may submit a complete and detailed resume of his municipal tax collection experience to the Committee for its consideration. The Committee shall review each such resume and may specify that the Secretary waive not more than two (2) of the required courses.

(e) Anyone having qualified under the Alternate Method as described in Section 12-130a-2, who fails the comprehensive examination, must requalify under the Regular Method as described in said section, in order to become eligible to retake the comprehensive examination.

(f) No candidate shall be eligible to take more than one examination on the same day.  
(Effective May 28, 1991; Amended June 4, 1999)]

- (a) Course schedules and registration fees shall be determined by the Committee. Fees are subject to annual review by the Committee and may be increased or decreased to reflect costs incurred, enrollment levels, subsidies, etc.
- (b) No person shall be eligible to attend class sessions or take a course examination, unless the registration fee has been paid in full. The Committee may cancel courses due to insufficient enrollment.
- (c) No person may register for more than two courses. CCMC Course I and II may not be taken concurrently.
- (d) Instructors for any CCMC course shall be approved by the Committee. No person shall be approved as an instructor unless he or she holds a current CCMC designation.

**Sec. 12-130a-5. [Experience requirements for C.C.M.C. designation] Comprehensive examination application procedure**

[(a) Successful completion of the prescribed training program described in Sections 12-130a-2 through 12-130a-4, inclusive, shall include a minimum of three years experience in municipal tax collection.

(b) If a candidate successfully completes all tax collection courses and examinations, including the comprehensive examination, but does not meet the experience requirement, he will receive written acknowledgement of these accomplishments from the Committee.

(c) The C.C.M.C. designation from the Office of Policy and Management will be issued upon completion of the three (3) year municipal tax collection experience requirement.

(Effective May 28, 1991)]

- (a) The comprehensive examination shall be conducted at least annually, at a time and location to be determined by the Committee. The comprehensive examination application fee shall be subject to annual review by the Committee and may be increased or decreased to reflect costs incurred or expected, provided the annual increase shall not exceed ten (10) dollars. In no event shall the application fee exceed fifty (50) dollars.
- (b) Written application for the comprehensive examination shall be accepted by the Committee for any person meeting the eligibility standards under the Regular or Alternate Methods as described in Section 12-130a-3. Each person whose application is approved shall be sent written notification. If the Committee determines that an applicant does not meet the necessary criteria for entrance to a comprehensive examination, the Committee chair shall send written notification of such denial to the applicant.

- (c) The deadline for submitting an application shall be three (3) weeks before the scheduled examination date. Applications may be obtained from the Secretary of the Office of Policy and Management or the certification committee.
- (d) A person whose application to take a comprehensive examination is denied may file a written request for a reconsideration of the Committee's decision. Any such request shall include the reason(s) why the appellant believes they should be allowed to take said examination. Such request shall be sent to the Committee chair, within fourteen days of the date of the notice of denial. The Committee shall review within fourteen days of receiving such request no later than 48 hours prior to the date on which each such examination is scheduled to be held. The Committee's decision with regard to any such request for reconsideration shall be final. The Committee chair shall notify the appellant of such decision in writing, within two days of the adjournment of said review.
- (e) Anyone who fails the comprehensive examination shall be eligible to retake the comprehensive examination one (1) time. Anyone having qualified to retake the comprehensive examination who subsequently fails such examination shall not be approved for entrance to a subsequent comprehensive examination until:
  - 1. The applicant demonstrates that any course(s), as may have been specified by the Committee, have been successfully taken or retaken; and
  - 2. Anyone having qualified under the Alternate Method as described in Section 12-130a-3, shall be required to successfully complete any waived courses.

#### **NEW Sec. 12-130a-6. Experience requirements for CCMC designation**

- (a) Successful completion of the prescribed training program described in Sections 12-130a-2 through 12-130a-4, inclusive, shall include a minimum of three years' experience in municipal tax collection.
- (b) If a candidate successfully completes all tax collection courses and examinations, including the comprehensive examination, but does not meet the experience requirement, the candidate will receive written acknowledgement of these accomplishments from the Committee.
- (c) The CCMC designation from the Office of Policy and Management will be issued upon completion of the three (3) year municipal tax collection experience requirement.

#### **NEW Section 12-130a-7. Recertification - Continuing Education Procedure**

- (a) In order to be recommended for recertification, a person shall have completed at least fifty (50) hours of property tax collection related course(s) and/or workshop(s) during the five (5) year period immediately preceding the date on which their certification expires. Any such course(s) and/or workshop(s) shall be subject to approval by the Committee.
- (b) The Committee shall cause to be annually listed on its website, the titles and sponsors of all such course(s) and/or workshop(s) that have, in the previous year, been approved as satisfying the continuing education requirements pursuant to subsection (a) of this section. Said list shall also be provided to the Secretary.
- (c) Any person may make written application to the Committee requesting approval of any course(s) not included in the list. Such application shall be accompanied by any related

documentation the Committee may require. Following receipt of such application, the Committee shall consider the applicant's request.

- (d) The Committee may grant or deny an applicant's request for approval of such course(s) and/or workshop(s). Each applicant whose request is approved shall be sent written notification of such approval by the Committee, within one (1) week. If a request is denied, the Committee shall send written notification of such denial to the applicant, within two (2) days.
- (e) A person aggrieved by the Committee under subsection (d) of this section, may file a written request for reconsideration of such decision. Any such request, which shall include the reason(s) why the appellant believes such course(s) and/or workshop(s) should be approved, shall be sent to the Committee within twenty one (21) days of the date of the notice of denial. The Committee shall meet for the purpose of reconsidering its decision, within thirty (30) days after receiving such request.
- (f) The Committee may require the appellant to appear at such meeting, to answer any pertinent questions or to supply any additional information that may be required, provided appellant shall be given not less than forty-eight (48) hours' notice of the requirement to appear. The Committee's decision with regard to any such reconsideration shall be final. The Committee shall promptly notify the appellant of such decision in writing.

#### **NEW Section 12-130a-8. Collector Recertification - Renewal Certificates**

- (a) Each CCMC designation shall expire on December 31<sup>st</sup> of the fifth anniversary of its date of issuance. A renewal certificate shall be issued by the Secretary to any person who is recommended for recertification by the Committee. No person shall be recommended for recertification unless applicant has satisfied the continuing education requirements in accordance with Section 12-130a-7.
- (b) The Committee shall accept for consideration each complete application for recertification. Such applications shall be deemed complete if the applicant submits all necessary supporting documentation and pays a recertification application fee of twenty (20) dollars. Said fee, which shall be non-refundable, shall be subject to annual review and may be increased or decreased to reflect costs incurred or expected. In no event shall the recertification application fee exceed thirty (30) dollars.
- (c) The Committee shall consider each complete application for recertification at the next regularly scheduled meeting following the date on which such application is received. The Committee shall recommend to the Secretary that a renewal certificate to each applicant who satisfies the continuing education requirements as set forth in Section 12-130a-7 is issued. Upon receipt of such recommendation, the Secretary shall promptly issue a new certificate in such applicant's name.
- (d) In the event the Committee denies an application for recertification, the Committee chair shall send the applicant written notification of such denial within two (2) days of the adjournment of said meeting. Such notice shall include information as to how a reconsideration of such denial may be requested.
- (e) A person whose application for recertification is denied may file a written request for a reconsideration of the Committee's decision. Any such request, which shall include the reason(s) why the appellant believes they should be recommended for recertification, shall be sent to the Committee within twenty one (21) days of the date of the notice of denial.

The Committee shall reconsider its decision at the next regularly scheduled meeting following receipt of such request, or at a special meeting called for said purpose.

- (f) The Committee may require the appellant to appear at such meeting to answer any pertinent questions or to supply any additional information that may be required, provided appellant shall be given not less than forty-eight (48) hours' notice of the requirement to appear. The Committee's decision with regard to any such reconsideration shall be final. The appellant shall be sent written notification of such decision by the Committee chair within ten (10) days of the adjournment of said meeting. A copy of such notification shall be forwarded to the Secretary.